

Vendor Application

Vendors participating in an event to sell food or products to participants for a fee, as part of an event or tournament held upon City of Woodbury property, are required to have a Vendor Permit. Vendors participating in an event without a monetary transaction between the organization and the participant, are required to provide a Certificate of Insurance to the City of Woodbury. **Application, required documents and Vendor Fee is due a minimum of seven (7) business days prior to the event date. Any vendors on-site without a permit will be asked to leave.**

Event Date _____ Select type of Vendor Permit: Food Merchandise

Vendor Information

Name of Vendor _____ Contact person _____

Organization Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____ Federal Tax ID _____

Site

___ Ojibway Park ___ MHFV Sports Center ___ Carver Lake Park ___ Colby Lake Park
___ Edgewater Park ___ Powers Lake Park ___ other (identify location): _____

Required Documents (Due at least seven (7) business days prior to the event. ***Required by all vendors.***)

* Fee (\$125 per event) (payable to the City of Woodbury)

* Certificate of Insurance

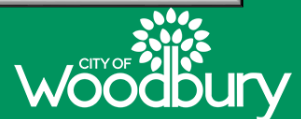
Food vendors must also display proof of license to be onsite for an event from one of the following agencies:

Washington County Public Health Environment (acceptable licenses include: Special Event, Mobile Food Unit, Food Cart, or Seasonal Temporary Food Stand license) *For more information visit: www.co.washington.mn.us/food, call 651-430-6655, or email PHE@co.washington.mn.us*

-OR-

Minnesota Department of Agriculture (acceptable licenses include: Retail Mobile Food Handler or Special Event License) *For more information visit: <https://www.mda.state.mn.us/special-event-food-stand-license> or call 651-201-6000*

Item(s) provided for sale: (Please include products sold and hours on-site.)



City of Woodbury Rules/Expectations

- Food vendors must display proof of license to be on site for an event. Please see page one (1) for options.
- Vendor must provide a **Certificate of Insurance** in the amount of \$1,000,000 per person per occurrence as well as a \$2,000,000 aggregate. The City of Woodbury must be named as additionally insured. Vendor agrees to indemnify and hold harmless the City of Woodbury, its officers and employees for any and all claims arising out of the vendor's activities related to the services provided under this application.
- Alcoholic beverages are prohibited from being sold or consumed during events.
- There will be no refunds for vendors due to weather conditions.
- The vendor is responsible for supplying all items necessary for their operation such as tables, chairs, extension cords and generators.
- Vendor agrees to abide by all park rules and regulations, as well as expectations explained within the Special Event Guide or event taking place, such as recycling and compost expectations.
- The City of Woodbury reserves the right to determine where and when vendors will be allowed to set-up.

Application, required documents and fee must be submitted to:

City of Woodbury - Attn: Vendor Application
8301 Valley Creek Road
Woodbury, MN 55125

Rules and Regulations

I have read and understand the responsibilities of the renter and agree to abide by all rules and regulations of the use of the facilities.

Yes No

Printed Name

Date

Signature

Date